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TABLE OF CONTENTS

Career Planning.....1-2
Career Staffing.....3-8
Change, Organizational.....9-12
Civil Service, Federal.....13-14
Civil Service, Foreign.....15-17
College Graduates.....18-19
Communication.....20
Compensation.....21-36
Consultants.....37
Creative Thinking.....38
Discipline.....39
Electronic Data Processing--
Effects.....40
Employee Conduct.....41-43
Employee Health and Medical
Care.....44-45
Equal Opportunity in
Employment.....46-54
Ethics.....55-58
Executives.....59-62
Executives--Abilities and
Characteristics.....63-71
Executives--Compensation.....72-74
Executives--Evaluation.....75-76
Executives--Health and Medical
Care.....77
Executives--Responsibilities.....78-84
Executives--Training.....85-87
Freedom of Information.....88
Group Relations.....89-90
Handicapped.....91
Health Personnel.....92-93
Hours of Work.....94-97
Human Relations.....98-103
Insurance, Health.....104
Intergovernmental Personnel
Programs.....105
Internship.....106-107
Interviewing.....108-110
Invasion of Privacy.....111
Job Analysis.....112
Job Design.....113-114
Job Satisfaction.....115-118
Job Search.....119-120
Labor Force.....121-123
Labor-Management Relations.....124-131
Labor Turnover.....132-134
Leadership.....135
Management.....136-138
Management by Objectives.....139-140
Mobility.....141-142
Motivation.....143-149
Occupations and Occupational
Choice.....150-151
Older Worker.....152
Organizations.....153-160
Orientation.....161
Overseas Personnel.....162
Participative Management.....163-164
Performance Evaluation.....165-169
Personnel Administration.....170-175
Personnel Policies.....176
Position Classification.....177-179
Productivity.....180-192
Professional Employees.....193
Promotion.....194
Public Administration.....195-201
Public Service Employment.....202
Removal.....203-205
Retirement.....206-212
Scientists and Engineers.....213-215
Supervision.....216-217
Tests.....218-224
Training.....225-233
Training Administration.....234-246
Unemployment Compensation.....247
Women--Employment.....248-253
Work Life.....254-260
Workforce Planning.....261-264

CAREER PLANNING

3-1
Fort, Martha K. and Jane H. Cordisco.
Career development for women in industry. Training and development journal, 35:62-64, February 1981.
Descriptors: *Career planning / *Employee development / *Women--Career planning.

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Descriptors: *Career planning / *Employee development / *Career counseling.

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Personnel assessment from the perspective of the theory of work adjustment. Public personnel management, 9:268-273, no. 4 1980.
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Job selection attributes; employer preferences vs. student perceptions. Journal of college placement, 41:54-57, Winter 1981.
Descriptors: *Qualifications--Research / *Executives--Attitudes / College students--Attitudes.

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Developing a recruiting brochure: a case study. Journal of college placement, 41:30-36, Winter 1981.
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Radio advertising as an effective recruitment device. Personnel journal, 60:21, January 1981.
Descriptors: *Advertising--Recruitment--Methods / *Radio.

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Federal employee hiring freeze. Memorandum from the President. January 20, 1981. Weekly compilation of Presidential documents, 17:7, January 26, 1981.
Descriptors: *Federal employees--Selection.

3-8
Wood, Winston.
Job freeze stirs furor. Federal times, 16:1+, February 9, 1981.
Descriptors: *Federal employees--Selection.

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On the measurement of organizational slack. Academy of Management review, 6:29-39, January 1981.
Descriptors: *Organizational effectiveness--Research / *Change, Organizational--Research / *Organization development--Research.

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Work teams: a case study. Personnel journal, 60:42-45, January 1981.
Descriptors: *Change, Organizational--Case studies / *Team development--Case studies.

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Federal employees almanac, 1981, edited by Joseph Young. Merrifield, Va., Federal Employees News Digest, 1981. 156p.
Descriptors: *Civil service--Statistics / *Pay tables / *Retirement benefits--Tables / Civil service--Yearbooks / Postal employees--Pay / Federal government.

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Descriptors: *Civil service--Statistics / *Civil service--Yearbooks / *Pay tables / Retirement benefits--Tables / Postal employees--Pay / Federal government.

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The civil servants; an inquiry into Britain's ruling class. London, Macdonald, 1980. 352p.
Descriptors: *Great Britain--Civil service.

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Managing with less: a staff perspective. Australian journal of public administration, 39:189-200, June 1980.
Descriptors: *Australia--Civil service.

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The professional career public service: some reflections of a practitioner. Australian journal of public administration, 39:162-179, June 1980.
Descriptors: *Australia--Civil service.

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College recruiting report, 1980. Park Forest, Ill., Abbott, Langer & Associates, 1980. 68p.
Descriptors: *College graduates--Recruitment--Statistics / *College graduates--Pay--Statistics.

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Where the jobs are for the class of '81. U.S. news & world report, 90:65-66, January 26, 1981.
Descriptors: *College graduates--Employment / *Employment opportunities.

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The dynamics of clear contract language. Personnel journal, 60:39-41, January 1981.
Descriptors: *Communication in personnel management / *Readability / *Collective labor agreements / Writing.

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Federal compensation reform; an examination of issues. Washington, 1980. 1v.
Report of the Special Task Force on Federal Compensation Reform.
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A salary equalization model: identifying and correcting sex-based salary differences. Employee relations law journal, 6:406-421, Winter 1980-81.
Descriptors: *Pay administration / *Pay rates / Models and modelmaking.

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Heard, Alex.
The real way to save our cities. Washington monthly, 12:35-39, February 1981.
Descriptors: *Compensation / *Municipal employees--Pay / Local government.

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Scheduled wage increases and cost-of-living provisions in 1981. Monthly labor review, 104:9-14, January 1981.
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Wage discrimination and Title VII in the 1980s: the case against "comparable worth." Employee relations law journal, 6:380-405, Winter 1980-81.
Descriptors: *Pay rates / Women--Discrimination.

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The union wage effect: differential determinants and differential returns. Quarterly review of economics and business, 20:107-117, Winter 1980.
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Occupational segregation and earnings differences by sex. Monthly labor review, 104:49-53, January 1981.
Descriptors: *Pay rates / *Pay research / Labor force--Statistics / Women--Employment--Statistics.

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Cautions about cafeteria-style benefit plans. Personnel journal, 60:37-38+, January 1981.
Descriptors: *Fringe benefit administration / *Cafeteria compensation.

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Equal pay for work of comparable value: a new concept. Labor law journal, 32:30-39, January 1981.
Descriptors: *Pay rates--Cases / *Pay administration.

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Directory of occupational wage surveys 1974-79. Washington, U.S. Govt. Print. Off., 1980. 96p. (Report 606)
Descriptors: *Pay surveys--Bibliography / State employees / County officials and employees / Municipal employees.

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Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments. Washington, U.S. Govt. Print. Off., 1981. 32p. (H. com. print, 96th Cong.)
Descriptors: *Pay increases--History / *Pay tables / *Pensions--History / Federal government.

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Problems in developing and implementing a total compensation plan for Federal employees. Report by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1980. 72p. (B-200152)
Descriptors: *Compensation comparability--Administration / *U.S. Office of Personnel management--Administration--Evaluation / Federal government.

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Ways to improve Federal management and use of productivity based reward systems. Report ... Washington, 1980. 18p. (B-201372)
Descriptors: *Performance-based pay / *Productivity improvement--Administration / U.S. Office of Personnel Management--Administration--Evaluation / Federal government.

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General schedule salary table no. 66; executive branch of the government. Prepared by Agency Relations. Washington, U.S. Govt. Print. Off., 1980. 31p. (OPM doc. 124-48-6)
Descriptors: *Pay tables / Federal government.

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Descriptors: *Pay surveys / *State employees--Pay.

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Descriptors: *Professional employees--Pay--Research / *Pay surveys / State employees / Local government.

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Government earns low marks on proper use of consultants. Report to the Congress by the Comptroller General of the United States. Washington, 1980. 66p. (B-197806)
Descriptors: *Government consultants / *Contracts, Government--Administration--Evaluation / Federal government.

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Barrett, F. D.
Tools and tricks for innovators. Business quarterly (Canada), 45:57-62, Winter 1980.
Descriptors: *Creative thinking / *Innovation.

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O'Reilly, Charles A., III and Barton A. Weitz.
Managing marginal employees: the use of warnings and dismissals. Administrative science quarterly, 25:467-484, September 1980.
Descriptors: *Discipline--Research / *Performance--Research / *Supervisors--Responsibilities / Removal.

ELECTRONIC DATA PROCESSING--EFFECTS

3-40
Thornton, P. and C. Routledge.
Managing the manpower aspects of applying micro-electronics technology. International journal of manpower (Gt. Brit.), 1:7-10, no. 1 1980.
Descriptors: *Electronic data processing / *Electronic data processing personnel--Characteristics / Workforce planning / Personnel administration.

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Sexual attraction and harassment: management's new problems. Personnel journal, 60:33-36+, January 1981.
Descriptors: *Sexual ethics / *Harassment / Sex--Psychological aspects.

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Marcus, Ruth.
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Descriptors: *Whistleblowing.

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Partial contents: Burn-out and work, p. 143-182.
Descriptors: *Fatigue, Mental / *Health, Employee.

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House, James S.
Work stress and social support. Reading, Mass., Addison-Wesley, 1981. 156p.
Descriptors: *Stress, Psychological / Organizations--Climate / Working conditions.

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3-46
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A mathematical structure for analyzing fairness in selection. Personnel psychology, 33:693-704, Winter 1980.
Descriptors: *Minority groups--Selection / *Selection--Theory / Affirmative action / Models and modelmaking.

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EEOC transition team's attack on affirmative action. Legal times of Washington, 3:25-26, January 26, 1981.
Excerpts of a report by the Reagan transition team for the U.S. Equal Employment Opportunity Commission.
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Educational requirements. FEP (fair employment practices) guidelines, 1-8, January 1981.
Descriptors: *Qualifications--Law and legislation / *Bona fide occupational qualifications / *Equal opportunity in employment.

3-49
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Sex discrimination?--the XYZ affair. Public interest, p. 21-39, Winter 1981.
Descriptors: *Women--Discrimination--Case studies / *Promotion / *Women employees--Characteristics / Office workers / Affirmative action.

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Kilberg, William J. and Stephen E. Tallent.
From Bakke to Fullilove: the use of racial and ethnic preferences in employment. Employee relations law journal, 6:364-379, Winter 1980-81.
Descriptors: *Affirmative action--Cases / *Minority groups--Employment--Cases.

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Revisiting equal employment opportunity in the Federal government: the case of the EEOC. Public personnel management, 9:312-317, no. 4 1980.
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Modjeska, Lee.
Handling employment discrimination cases. Rochester, N.Y., Lawyers Co-operative, 1980. 559p.
Descriptors: *Discrimination--Cases / *Equal opportunity in employment--Law and legislation.

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EEO affirmative action plan, transition year 1980. Prepared by Office of Equal Employment Opportunity (Internal). Washington, 1980. 155p.
Descriptors: *Affirmative action plans / *U.S. Office of Personnel Management / Federal government.

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Seniority systems under Teamsters and Bryant. Employee relations law journal, 6:437-458, Winter 1980-81.
Descriptors: *Discrimination--Cases / *Seniority--Cases.

ETHICS

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The fiduciary duty of former government employees. Yale law journal, 90:189-215, November 1980.
Descriptors: *Civil service ethics--Law and legislation / *Federal employees--Responsibilities / Confidential communications / Government information / Federal government.

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Descriptors: *Civil service ethics / *Ethics / *Organizational behavior / Leadership theory / U.S. Peace Corps.

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Descriptors: *Ethics--Law and legislation / Federal government.

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White, Bernard J. and B. Ruth Montgomery.
Corporate codes of conduct. California management review, 23:80-87, Winter 1980.
Descriptors: *Business ethics / Employee rules.

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Izraeli, Dafna N., Moshe Banai and Yoram Zeira.
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Descriptors: *Women executives--Research / *Women--Attitudes toward--Research / *Women--Discrimination--Research / Overseas management.

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The dual career couple: benefits and pitfalls. Management review, 70:46-52, January 1981.
Adapted from the author's Targeting the Top, 1980.
Descriptors: *Executive families / Married women--Employment / Family (Sociological unit).

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Senior executive service seminar (1979, Arlington, Va.)
Report on the Senior executive service seminar; sponsored by the Classification and Compensation Society and the Office of Personnel Management. Washington, Classification and Compensation Society, 1980. 52p.
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Descriptors: *Women executives--Characteristics / *Women--Attitudes toward / Sex roles / *Executive effectiveness.

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3-63
Blume, Norman.
The village and small town mayors of Ohio. National civic review, 69:614-620, December 1980.
Descriptors: *Political executives--Characteristics / *Mayors--Characteristics / Ohio.

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A survey of public affairs management. Journal of public communication, 6:7-16, Fall 1980.
Excerpted from the author's Master's thesis, A Study of Federal Government Public Affairs Directors: Long on Communication Capability, Short on Management Ability.
Descriptors: *Executives--Responsibilities / *Executives--Characteristics / *Public information officers / Federal government.

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Managing the critical three. Training and development journal, 35:24-32, February 1981.
Descriptors: *Executives--Abilities / *Executives--Responsibilities / *Leadership style.

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Fram, Eugene H. and Andrew J. DuBrin.
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Descriptors: *Executives--Characteristics / *Leadership style / *Management methods.

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Don't take 'no' for an answer. Industry week, 208:38-39+, January 26, 1981.
Descriptors: *Executives--Abilities / *Negotiation / *Executives--Training.

3-68
Joyce, Paul and Adrian Woods.
Management attitudes on industrial relations. Employee relations (Gt. Brit.), 2:30-32, no. 5 1980.
Descriptors: *Executives--Attitudes / Industrial relations / United Kingdom.

3-69
Kleiner, Brian H.
The eighties manager: playing the game with heart. Management world, 10:18-20, January 1981.
Descriptors: *Executives--Abilities / *Executives--Characteristics.

3-70
Rowan, Roy.
Rekindling corporate loyalty. Fortune, 103:54-56+, February 9, 1981.
Descriptors: *Executives--Characteristics / *Organizational commitment / Executives--Mobility.

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Vogel, David.
America's management crisis. New republic, 184:21-23, February 7, 1981.
Descriptors: *Executives--Characteristics / Executives--Attitudes / Executives--Education / Incentive pay / Productivity.

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3-72
Bronstein, Richard J.
The equity component of the executive compensation package. California management review, 23:64-70, Fall 1980.
Descriptors: *Executive compensation / *Executives--Pay / *Executives--Fringe benefits / Stock options / Performance shares.

3-73
Radspieler, Tony.
The skewering of the Federal executive. Government executive, 13:38-40+, January 1981.
Descriptors: *Executives--Pay / *Executive compensation / *Senior executive service / Performance-based pay / Federal government.

3-74
U.S. President, 1977-1981 (Jimmy Carter)
Recommendations for executive, legislative and judicial salaries. Message to the Congress urging approval of the recommended increase. January 7, 1981. Weekly compilation of Presidential documents, 17:2863-2866, January 12, 1981.
Discusses the recommendations made in U.S. Commission on Executive, Legislative and Judicial Salaries. Report... (Personnel Literature, item 2-33, February 1981).
Descriptors: *Executives--Pay / *Pay compression / *Pay increases / Judges--Pay / Political executives--Pay / Federal government.

EXECUTIVES--EVALUATION

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Bernardin, H. John and Jeffrey S. Kane.
A second look at behavioral observation scales. Personnel journal, 33:809-814, Winter 1980.
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Jeffrey S. Kane is a personnel research psychologist at U.S. Office of Personnel Management.
Descriptors: *Executives--Evaluation--Methods / *Supervisors--Evaluation--Methods / *Performance evaluation--Methods.

3-76
Ferebee, J. Spencer, Jr.
Are your managers really managing? Management review, 70:18-22, January 1981.
Descriptors: *Executives--Evaluation / *Organizational analysis--Methods / Executive effectiveness / Management--Costs.

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3-77
Why so many public officials go astray. U.S. news & world report, 90:68-69, February 16, 1981.
Interview with Dr. Bertram S. Brown, senior psychiatrist at RAND corporation.
Descriptors: *Executives--Health / *Stress, Psychological / *Executives--Characteristics.

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3-78
Cleveland, Harlan.
The public executive: a sense of responsibility for the whole. Public management, 62:2-7, December 1980.
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Descriptors: *Local officials and employees--Responsibilities / *Executives--Responsibilities / Futures (of society) / Leadership.

3-79
Drucker, Peter F.
Behind Japan's success. Harvard business review, 59:83-90, January-February 1981.
Descriptors: *Executives--Responsibilities--Comparative studies / Industry and state / Labor-management relations / Japan.

3-80
Finneran, Michael F.
Strategies for the modern network manager. Data communications, 9:69-70+, December 1980.
Descriptors: *Executives--Responsibilities / *Electronic data processing departments--Management.

3-81
[Personal liability for managers.] Bureaucrat, 9:22-32, Winter 1980-81.
Contents: The government's view of Butz v. Economou, by Barbara L. Herwig; Administrative malpractice policy before and after Butz v. Economou, by Gerald J. Miller.
Descriptors: *Federal employees--Liability--Cases / *Executives--Responsibilities / Federal government.

3-82
St. John, Walter D.
Management principles to make employees feel like somebodys. Personnel journal, 60:24-26, January 1981.
Descriptors: *Executives--Responsibilities / *Motivation / *Self-esteem.

3-83
Schneider, Joseph and James O. Mitchel.
Functions of life insurance agency managers and relationships with agency characteristics and managerial tenure. Personnel psychology, 33:795-808, Winter 1980.
Descriptors: *Executives--Responsibilities--Research / Insurance companies.

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Thompson, Dennis F.
Moral responsibility of public officials: the problem of many hands. American political science review, 74:905-916, December 1980.
Descriptors: *Executives--Responsibilities / *Political executives--Responsibilities / *Civil service ethics / Municipal government / Federal government.

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Auger, B. Y.

How to run better business meetings; an executive's guide to meetings that get things done. 8th ed. Minnesota Mining and Manufacturing Co., 1979. 214p.

Descriptors: *Executives--Training / *Meetings--Planning / Leadership training / Communication techniques.

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Bennett, Roger and Vicky Langford.

Managerial effectiveness and management education. Human resource development (Gt. Brit.), 4:17-20, no. 6 1980.

Descriptors: *Executives--Training / *Training needs analysis / *Executive effectiveness / Executives--Abilities.

3-87

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Employee relations training for managers: some implications for ER specialists. Employee relations (Gt. Brit.), 2:2-4, no. 5 1980.

Descriptors: *Executives--Training / *Human relations training.

FREEDOM OF INFORMATION

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Impact of the Freedom of Information and Privacy Acts on law enforcement agencies. Report by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 37p. (B-179296)

Descriptors: *Freedom of information--Administration--Evaluation / Invasion of privacy / Information policy.

GROUP RELATIONS

3-89

Harris, P. R.

Professional synergy. Training and development journal, 35:18-32, January 1981.

Descriptors: *Group relations / *Futures (of society) / *Cross cultural communication.

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Isenberg, Daniel J.

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Descriptors: *Performance--Research / *Decision-making--Group method--Research / *Problem solving--Group method--Research.

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U.S. Employment Standards Administration.

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Descriptors: *Handicapped--Employment / *Equal opportunity in employment / Affirmative action.

HEALTH PERSONNEL

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Costs and benefits of occupational health nursing. Washington, U.S. Govt. Print. Off., 1980. 83p. (DHHS (NIOSH) publication no. 80-140)
Descriptors: *Health, Employee--Costs / *Nursing--Costs / Employee services--Costs / Preventive health services--Costs.

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Friedman, Emily.
The dilemma of allied health professions credentialing. Hospitals, 55:47-51, February 1, 1981.
Descriptors: *Health personnel--Licenses / *Health personnel--Certification / Credentialism.

HOURS OF WORK

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Hollman, Robert W.
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Descriptors: *Productivity improvement / *Office workers / Office equipment--Automation.

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Descriptors: *Productivity improvement--Comparative studies / *Work measurement--Comparative studies / Australia / United Kingdom / Canada / United States / Federal government.

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Descriptors: *Productivity improvement / *Methods improvement.

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Descriptors: *Productivity improvement / *Productivity measurement / *Productivity bargaining / Personnel administration--Case studies / Federal government / Municipal government.

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U.S. Office of Personnel Management.
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U.S. Office of Personnel Management.
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Descriptors: *Productivity / *Man-machine systems / *Automation / Computers.

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Descriptors: *Professional employees--Utilization / *Career staffing / Job satisfaction / Productivity improvement / Federal government.

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U.S. Office of Personnel Management.
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Descriptors: *Promotion / *Collective labor agreements / *Federal merit promotion program / Federal government.

PUBLIC ADMINISTRATION

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Descriptors: *State government / *Organization / Administrative agencies.

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Descriptors: *Presidents--U.S.--Abilities / *Executive power / Cabinet officers / Bureaucracy.

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Descriptors: *Presidents--U.S. / *Executive power / Reorganization plans / Federal government.

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Descriptors: *Local government / Futures (of society).

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Descriptors: *Paperwork management / Federal government.

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